

00396181

RECORDED IN THE JUDICIAL  
RECORDS OF LEON COUNTY

MAY 28 9 29 AM '97

DAVE LANG  
CLERK CIRCUIT COURT  
LEON COUNTY, FLORIDA

OR 2015 PG 0856  
IN THE SECOND JUDICIAL  
CIRCUIT OF FLORIDA

OFFICE OF THE CHIEF JUDGE

ADMINISTRATIVE ORDER NO 96-01

**IN RE:** Providing the Courts With Addressed Envelopes and Postage by  
Attorneys and Litigants

**WHEREAS,** there is a desire to have a consistent circuit-wide policy with regard  
to the processing of judicial proceedings and,

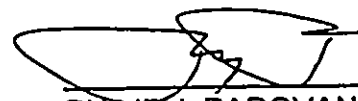
**WHEREAS,** there is a desire to relieve the taxpayers of the expense of providing  
envelopes and postage when mailing orders, judgements, etc to attorneys and  
litigants.

**IT IS THEREFORE,**

**ORDERED THAT:**

- 1 The moving party for hearings scheduled in circuit and county court shall  
provide to the judge or judicial assistant sufficient plain pre-addressed  
envelopes with sufficient postage affixed to mail copies of the order or  
judgement entered to all of those entitled to receive same
- 2 This procedure shall apply only when mailed documents are desired  
Attorneys and litigants may, with the approval of the judge, physically  
pickup court documents from the Judge's Chambers
- 3 This policy shall become effective April 1, 1996

4 **DONE AND ORDERED** in Chambers at Tallahassee, Leon County Florida, this  
day of March, 1996

  
PHILIP J. PADOVANO  
CHIEF JUDGE

Copies furnished to

All Bar Associations, Second Judicial Circuit  
All Clerks of Court, Second Judicial Circuit

